

# Instructions for Contracting with a Food Service Management Company

Sponsors who plan to operate a food service program with a Food Service Management Company (FSMC) for the **first time**, or those with **contracts that will expire** with the close of the current school year, **must procure** those services through a formal bid process. ***All Request for Proposals (RFP) and subsequent contracts must be reviewed and approved by the Connecticut State Department of Education (CSDE) before publication and execution.***

In accordance with 7 CFR 210.16(d), the following requirements must be met:

- 1) Contract duration is limited to one year, with the effective beginning and ending dates specified in the contract (July 1, 20XX – June 30, 20XX); and
- 2) Options for yearly renewals of a contract are allowed, but may not exceed four additional one-year extensions.

Districts are directed to follow the steps below to include the Connecticut State Department of Education in the process of procuring its Food Service Management Company:

- 1) Review and tailor the sample RFP to the district's specifications
- 2) **Submit via email a revised RFP and press release to CSDE for approval prior to publication**
- 3) Once district receives CSDE approval:
  - a. District **must advertise the RFP for a minimum of 1 day** in the districts most circulated newspaper; and
  - b. District **must open the RFP for a minimum of 45 days with a recommendation to keep it open for 60 days**. This will allow for a pre-bid conference or walk through of the district's facilities. This will also provide sufficient time for FSMCs to provide a responsive bid.
- 4) Once the RFP closes:
  - a. Score each proposal
  - b. Make initial selection based on score that delivers a responsible and responsive bidder
  - c. Enter into negotiations
- 5) Craft the contract from prototype contract and **submit to the CSDE for approval prior to execution**
- 6) Once district receives approval to execute contract:
  - a. District signs contract and additional documents
  - b. FSMC signs contract and additional documents
  - c. District submits to the CSDE all of the following documents (**hardcopy originally signed**):
    - i. RFP
    - ii. Press Release
    - iii. List of vendors requesting and receiving your RFP

- iv. Copies of all bids received
- v. Executed contract ~ management fee must be included in the contract
- vi. 21-day menu (all grade levels, and breakfast and lunch)
- vii. Debarment certification
- viii. Certification Regarding Lobbying (for contracts exceeding \$100,000)
- ix. Disclosure of Lobbying Activities (for contracts exceeding \$100,000)
- x. Energy conservation compliance statement
- xi. Completed *Prototype SFA-FSMC Contract Document Checklist Sections A – J*
- xii. Certificate of Independent Price Determination
- xiii. Clean Air and Water Certificate
- xiv. Certification that the SFA is in compliance with the following USDA required contract clause: “The SFA shall conduct a reconciliation at least annually (and upon termination of the Agreement) to ensure that the FSMC has credited it for the value of all donated foods received for use in the SFA’s food service in the school year, including, in accordance with the requirements in 7 CFR 250.51(a), the value of donated foods contained in processed end products.”

Following the process outlined above, will assist districts in properly procuring a FSMC. **If the district does not submit an RFP for approval prior to publication or does not submit its contract prior to execution, the district may be forced to go out to bid again.**

Questions may be directed to Andy Paul at 860.807.2048 and [andrew.paul@ct.gov](mailto:andrew.paul@ct.gov). Please use this contact information to submit your RFP and Contract for approval prior to publication and execution respectively.

At the conclusion of the process, all hardcopy documents should be submitted to:

**Connecticut State Department of Education  
Bureau of Health, Nutrition, Family Services and Adult Education  
25 Industrial Park Road  
Middletown, CT 06457  
Attention: Andy Paul**